



**Department of Health and Human Services  
Office of the Commissioner  
Policy and Procedure Statement**

Policy # DHHS-10-05

Issue Date: 5/26/05

Revised Date:

**I. SUBJECT**

Emergency Work Cancellation/Delay or Early Release

**II. POLICY STATEMENT**

When severe weather or other emergency conditions warrant, the Governor, may delay or cancel a workday or may authorize early release from work on a regional or statewide basis.

Department of Health and Human Services facilities personnel, certain employees who provide direct services throughout the State, and staff who support certain HHS operations are expected to report to work or remain at work despite such declarations.

**III. RATIONALE**

When a decision is made to cancel, delay or close State offices prior to the end of the normal business day, it is important to communicate these decisions to HHS staff, clients and the public.

**IV. PROCEDURE STATEMENT**

**A. Work delay or cancellation**

The Commissioner of the Department of Administrative and Financial Services is responsible for notifying all State agencies whenever the Governor delays or cancels a workday due to severe weather or other emergency conditions. This information is communicated to the Deputy Commissioner, Operations and Support and other designated personnel at the Department of Health and Human Services.

Work delay or cancellation announcements are available to staff and the public on the State's internet homepage as well as television and radio stations. Current lists of radio and television stations that will broadcast delay and cancellation information will be provided to staff via written communication prior to the beginning of each winter season. Staff may also call the main telephone line and any toll-free lines for any

affected regional, bureau or central office location where appropriate work delay or work cancellation information will also be available.

The Deputy Commissioner, Operations and Support will inform the Director, Regional Operations, each affected facility and each bureau and program director of any delay or work cancellation.

The Director, Regional Operations will inform each regional director and each regional business manager of the specific determination, and will ensure that appropriate voice mail messages are placed on each office's main telephone line and any toll free lines.

Each bureau director will ensure that appropriate voicemail messages are recorded on each bureau's main telephone line.

Facility directors/superintendents will, to the extent possible, inform those individuals who will be required to report to work during a weather emergency prior to any anticipated weather event. Adequate staffing, as determined by the respective facility director/superintendent, must be maintained at all times.

Program administrators and regional directors will, to the extent possible, inform those individuals who will be required to report to work or be on-call during a weather emergency prior to any anticipated weather event.

Civil Service Bulletin 11.10C, collective bargaining agreements and subsequent memoranda issued by the Bureau of Employee Relations will determine compensation and leave practices during weather emergencies.

## **B. State Office closings and early release of employees**

The Department of Administrative and Financial Services will communicate early release announcements to the Commissioner's Office and the Division of Human Resources. The Division of Human Resources will notify the Director, Regional Operations, each affected facility, bureau and program director and any affected central office staff concerning the specific early release decision.

Each bureau director will ensure that appropriate state office closing information is placed on the bureau's main telephone line.

The Director, Regional Operations will inform the appropriate regional directors and regional business managers of the specific office closings and ensure that appropriate voice mail messages are placed on each affected office's main telephone line and any toll free lines.

Program administrators will determine the manner in which coverage will be provided within the program and inform staff.

Facility directors/superintendents will maintain adequate staffing for the duration of the emergency.

Civil Service Bulletin 11.10C, collective bargaining agreements and subsequent memoranda issued by the Bureau of Employee Relations will determine compensation and leave practices during the emergency.

#### **IV. DISTRIBUTION**

All staff will be provided the specific link to this policy on the HHS intranet web site at the time this policy is published and it will be available to all staff thereafter.

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5/26/05

Effective Date

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John R. Nicholas  
Commissioner